

Conference and Events Information Pack

**HOLIDAY INN READING M4 JCT10
2013**

Wharfedale Road, Winnersh Triangle, Reading, RG41 5TS

Main. +44 (0) 1189 440444

Events DDI. +44 (0) 1189 444231

Fax. +44 (0) 1189 444244

E. events@hireadinghotel.com

W. www.hireadinghotel.com



Conference and Banqueting at the Holiday Inn Reading M4 Jct10

Thank you very much for your enquiry for the “New Generation” Holiday Inn Reading M4 Jct10, Reading’s newest Four Star luxury hotel, ideally located in Winnersh Triangle within close proximity of the M4, Reading, Bracknell & Wokingham.

We will be pleased to provide you with the perfect venue for all your conference and banqueting requirements. Our ultra-contemporary vibrant self contained Academy located on the ground floor, provides 8 state-of-art Meeting Rooms with natural daylight and the latest technology. We specialize in hosting professional Conferences and Banquets and offer a variety of packages, whether you are planning a board meeting or conference, intimate dinner or a more extravagant reception. Our flexibility, experience, attention to detail and superb facilities will guarantee you the perfect event.

The Academy offers consistently high levels of service and quality. Combined with the services of a dedicated Events Manager and flexible lunch options, it all adds up to the ideal choice for your event. We would be delighted to hear from you to arrange a suitable time to show you our exceptional new facilities and to discuss your specific requirements.

Please contact our Events Team on 0118 444 231 or events@hireadinghotel.com if you require any further information.

We look forward to welcoming you.



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Function Suites

THE BUCKINGHAM SUITE

Our largest banqueting suite offers natural daylight, stylish new surroundings and air conditioning. The Buckingham Suite can cater for up to 220 guests for a banqueting event (minimum numbers apply) and a maximum of 220 guests for your evening reception.

THE FROGMORE SUITE

The Frogmore Suite can cater for up to 120 guests for a banqueting dinner (minimum numbers apply) and a maximum of 130 guests for your evening reception.

We also have smaller Suites available to suit more private dinners.

Please contact our Events Team for further information on 0118 9444 231.

THE CAPRICE RESTAURANT AND TERRACE

The Caprice Restaurant and Terrace offers an additional choice for your dinner. The bright and stylish restaurant also opens out onto a tranquil outdoor terrace with heated seating area for al-fresco dining, or the perfect place to enjoy your arrival drinks.



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Academy Conference Pricing

Day Delegate Rate

Inclusive of the following:

- Meeting Room Hire
- Unlimited Tea and Coffee throughout the duration of the meeting
- Two Themed Breaks
- 2 course Hot & Cold Buffet Lunch in our vibrant Caprice Restaurant
- Mineral Water
- Note Pads & Pens
- Screen
- 1 x Flipchart



Starting from £38 per person per day

24 Hour Delegate Rate

Inclusive of the following:

- 3 Course Table d'hôte Dinner
- Accommodation in a standard Double Room with a Queen size bed, 32" flat screen TV and Luxury bedding.
- Full English Breakfast
- Meeting Room Hire
- Unlimited Tea and Coffee throughout the duration of the meeting
- Two Themed Breaks
- 2 course Hot & Cold Buffet Lunch in our stylish Caprice Restaurant
- Mineral Water
- Note Pads & Pens
- Screen
- 1 x Flipchart



Starting from £120 per person per day

Room Hire

Room Name	Half Day Price	Full Day Price
Ascot	£400	£700
Eton	£400	£700
Henley	£400	£700
Marlow	£400	£700
Oxford	£400	£700
Sandhurst	£350	£500
Sonning	£275	£400
Windsor	£400	£700
Ascot & Eton	£700	£1,250
Eton & Windsor	£700	£1,250
Buckingham (Ascot/Eton/Windsor)	£1,250	£2,000
Frogmore (Marlow & Henley)	£900	£1,500

* Room Hire rates applicable in case of rental only. Room Hire included in Day Delegate or 24 Hour Rate

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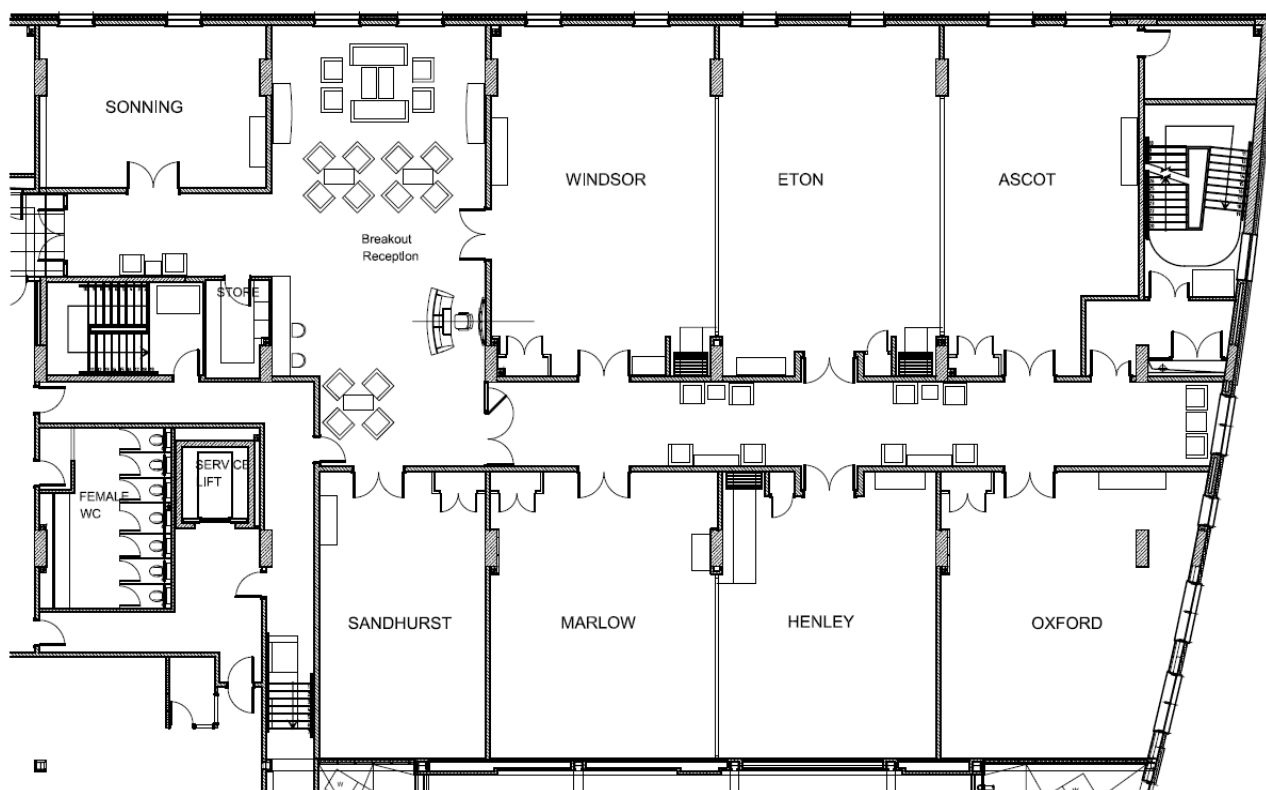
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Conference Suites

Conference Suite	Size M ₂	Ceiling Height	Banquet	Boardroom	Cabaret	Classroom	Hollow Square	Reception	Theatre	U-shape
Buckingham (Windsor + Ascot + Eton)	245.11	3m	220	64	110	180	68	260	260	60
Ascot	74.5	3m	40	30	30	55	30	90	75	25
Eton	84.81	3m	60	30	36	72	36	120	100	32
Windsor	85.8	3m	60	32	36	50	35	80	75	30
Sonning	40.3	2.8m	30	18	18	30	20	20	40	16
Oxford	74.59	2.8m	40	22	24	42	28	50	62	22
Frogmore (Henley + Marlow)	138.41	2.8m	90	44	48	76	50	130	145	44
Henley	66.84	2.8m	40	22	24	42	28	50	62	22
Marlow	71.57	2.8m	50	22	30	29	30	50	62	23
Sandhurst	51.81	2.8m	40	22	24	45	24	40	60	20

Academy Floor Plan



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Catering

Finger Buffet	From £14.95 per person
Afternoon Tea	From £15.00 per person
Canapés	From £4.50 per person
Fork Buffet	From £19.50 per person
2 Course Menu	From £18.95 per person
3 Course Menu	From £22.95 per person



Technical Equipment

LCD Projector	£75.00 per day
Flipchart (1 included in Day Delegate Rate)	£15.00 per day
PA System including 1 microphone	£75.00 per day
Additional Microphone (Lapel or Hand Held)	£50.00 per day
Extension Lead	£6.00 per day
Spider Phone	£75 per day



Note: The above equipment is provided by the hotel, additional equipment can be provided on request.

Miscellaneous

Disco, 7pm - Midnight	From £440
Colour Copy Printing	£1.00 /sheet
Black and White Photocopying	50p/sheet
Faxing (UK)	50p/sheet
Internet 1 hour	£3.50
Internet 4 hours	£6.50
Internet 24 hours	£10.50

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Directions from the M4 Jct10

We're well placed for access to nearby Reading, Bracknell & Wokingham

By Road

1 mile from M4 Jct10

From M4 London/Heathrow, leave the M4 at Junction 10 and follow the A329(M) towards Reading East and take the first exit signposted Lower Earley/Winnersh/Woodley.

At the roundabout take the first left into Wharfedale Road.

The hotel is located on the left hand side on the corner of Eskdale Road.

By Train

Station Name: Winnersh Triangle Station

1 minute walking distance from hotel over the feature bridge.

6 minutes/2 stops from Reading Station & 30 minutes from London Paddington.



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Banqueting Menu Selector

Please choose 1 item per course, with all Guests to have the same selection
(Save for special dietary requirement)

Starters

Thai Butternut Squash Soup with Coriander Cream(V)	£6.25
Spiced Tomato Gateau with Creamed Goat's Cheese and Balsamic Dressing (v)	£6.25
Smoked Salmon Mousse with Marinated Cucumber and Citrus Chive Dressing	£6.75
Fan of Melon with Roasted Fig and Parma Ham	£6.75
Confit of Duck and Orange Terrine with Celeriac Remoulade	£6.50
Wild Mushroom with Tarragon Soup (V)	£6.25
Asparagus and Leek Tartlet with Antiboise Dressing (V)	£6.50
Crab and Prawn Gateau with Avocado, Quail Egg and Citrus Dill Dressing	£7.25
Smoked Duck and Rocket Salad with Cherry Tomato Chutney	£7.25
Seared Tuna Tataki served with Avocado, Caviar and Shallot Dressing	£6.95

Main Courses

Roast Fillet of Salmon with Fennel Puree and a Passion Fruit Sauce	£17.50
Baked Fillet of Sea Bass with Brown Shrimps, Asparagus and White Wine Dill Cream	£17.50
Roast Breast of Duck with Braised Red Cabbage and Juniper Sauce	£18.95
Roast Rump of Lamb with Aubergine Capanata and Port Wine Sauce	£21.50
Change the Rump for Rack of Lamb	£23.95
Chicken Breast Stuffed with a Mushroom Mousse served with Fondant Potato & Tarragon Cream Sauce	£16.50
Fillet of Beef (M) with Green Beans, Oyster Mushroom, Coccotte Potatoes and Red Wine Sauce	£24.95
Corn Fed Chicken Breast with Foie Gras served with "Petit Pois A la Francaise"	
Herb Crushed Potato	£18.50
Roast Loin of Pork Wrapped in Pancetta served with Green Beans and Sage Cream Sauce	£18.50
Leek and Mushroom Risotto (v)	£14.75
Spinach, Red Onion and Goats Cheese Pithivier (v)	£14.75



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Desserts

Classic Lemon Tart served with Raspberry Coulis	£5.75
Dark Chocolate Mousse with Hazelnut Cream	£6.25
Pear and Almond Tart	£5.75
Raspberry Crème Brulee	£5.75
Marbled Chocolate Cheesecake with White Chocolate Anglaise	£6.25
Mango and Passion Fruit Pavlova with Exotic Coulis	£5.75
Apple and Cinnamon Strudel with Crème Anglaise	£5.75
Dark Chocolate and Morello Cherry Torte with a Kirsch Syrup	£6.25
Eton Mess	£6.25
Vanilla Pannacotta with Marinated Strawberries	£5.75
Banana Bread and Butter Pudding with Vanilla Custard	£5.75

Additional Courses

Dipped Strawberries on arrival (nice with Champagne!)	£3.50
Sorbet – served as an intermediate course, Mango, Bucks Fizz or Lemon	£3.60
Fruit Plate – Per table of 10	
Slices of Galia Melon, Honeydew Melon, Mango, Pineapple, Kiwi, Strawberries & Grapes	£20.45
Cheeseboard per table of 10	
Selection of English Cheeses with Celery, Grapes, Home-made Chutney & Biscuits	£25.60
To complete your meal with Tea, Coffee & Chocolate Truffles	£3.05

Our Executive Chef welcomes your suggestions or requests. As all our meals are freshly prepared to rosette standard, it will be our pleasure to cater for your particular favourite dish if not already included in our Banqueting Menu Selector.

Guests with special dietary requirements can be catered for with prior notice.
If you are concerned about food allergies, please speak to a member of the team prior to your event



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